

NextGen CM/ECF User Guide

Free Look Confirmation Screen

A free look is provided to case participants when a new pleading or claim is filed. Some antivirus programs access links within emails to verify their safety; in some cases, this can use the free look that was intended for the case participant. Some changes have been made to the free look functionality to avoid this issue. In the Maintain Your ECF Account/Maintain User Accounts module, a new check box has been added to the "Email Information" screen:

Email information for John Marshall

Primary email address [Edit primary email address](#)

Secondary email address [Reenter secondary email address](#)

Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs).

The **Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs)** option, if selected, inserts an additional confirmation screen when a link is clicked from a CM/ECF NEF email, to allow the user to confirm that the free look will be used. This prevents anti-virus software from using the free look when it checks the links in the email for viruses.

Notice: Confirm Free Look Use

This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge.

To view the document and use the free look [click here](#)

If the new check box is not selected, the free look is used whenever the link is accessed, as it was in previous releases.

To enable CONFIRMATION OF FREE LOOK USE:

1. Select Utilities on the CM/ECF Menu Bar

a. CM/ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ **Utilities ▾** Search Help Log Out

b. Select Maintain Your ECF Account

Utilities

Your CM/ECF Account

[Maintain Your ECF Account](#)

[View Your Transaction Log](#)

[Internet Payment History](#)

[Internet Payments Due](#)

PACER Information

[View PACER Account](#)

c. Select the Email information button

[Email information...](#) [More user information...](#)

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- d. Check the box "Enable confirmation of Free Look Use to verify your **one free look** will be used when a document link is clicked from CM/ECF emails (NEFs)."

Email information for John Marshall	
Primary email address	Edit primary email address
Secondary email address	Reenter secondary email address
<input type="checkbox"/> Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs).	

- e. Select "Return to Account screen" button.
f. Select Submit to save the changes.